Change Your Password

STEP 1
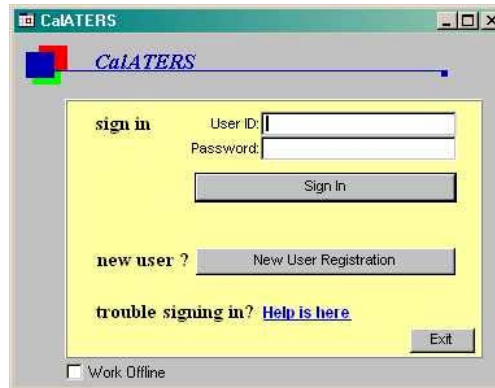
During New User Registration your password is sent to your email. If you do not know your CalATERS password, refer to Forgot Your User ID or Password instructions. To change your password, sign in to CalATERS.

Click the **CalATERS** button.

From the CalATERS web site at

www.calaters.ca.gov, click [CalATERS].

STEP 2

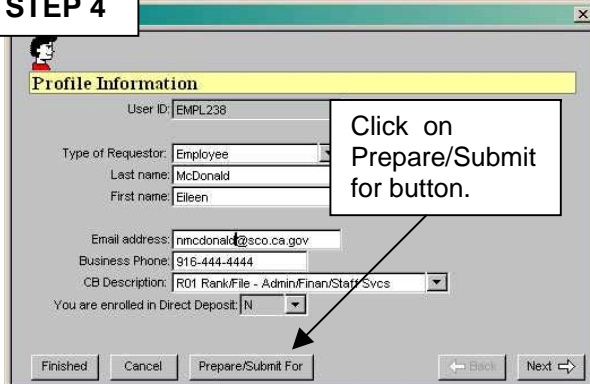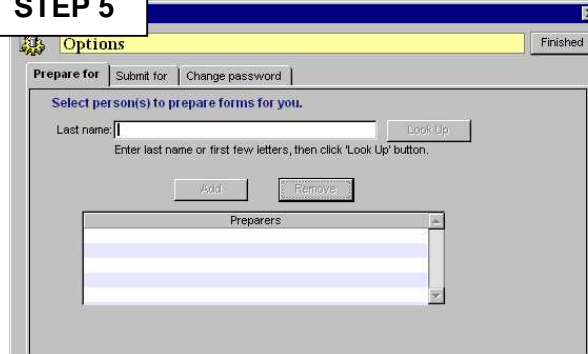At the Sign In screen, key your User ID and system assigned password, then click [Sign In].

STEP 3

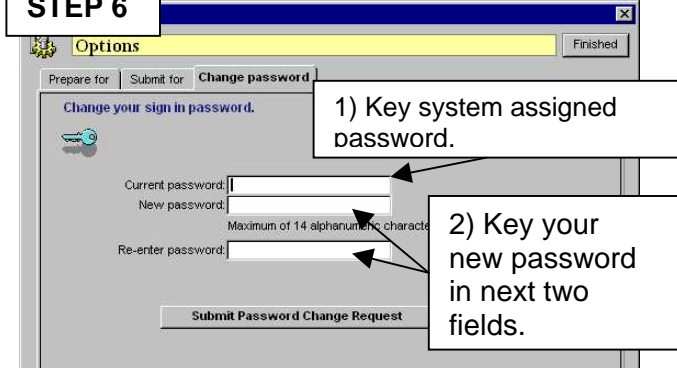From the top of the Work Queue, click [Profile] icon.

STEP 4

Click on Prepare/Submit for button.

Click the [Prepare/Submit For] button

STEP 5

To change your password, click on the tab titled [Change password]

STEP 6

1) Key system assigned password.

2) Key your new password in next two fields.

Password must have a minimum of 4 and a maximum of 14 characters (either letters or numbers).

Click the [Submit Password Change Request] button.

Change Your Password

STEP 7

A confirmation "Success!" screen will appear, Click
[Ok]. Your new password is now in effect.

Click the [Finished] button at the top right of the screen to exit **Options**,

STEP 8
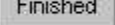
Click the [Finished] button at the bottom left of the Profile screen.